

# M S D P



## MANAGERIAL SELECTION DEMONSTRATION PROJECT

OFFERING EQUAL EMPLOYMENT OPPORTUNITIES TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. It is an objective of the State of California to achieve a drug-free State work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

**THIS IS A CALTRANS PROMOTIONAL EXAMINATION IN WHICH LATERAL CANDIDATES ARE ENCOURAGED TO APPLY.**

### **EXAMINATION ANNOUNCEMENT**

THIS EXAMINATION IS FOR DESIGNATED MANAGERIAL POSITIONS AND WILL BE CONDUCTED UNDER THE SELECTION PROCESS OF THE STATE PERSONNEL BOARD'S DEMONSTRATION PROJECT AUTHORITY.

CLASSIFICATION: **DATA PROCESSING MANAGER III**

POSITION TITLE: **CHIEF, MAINTENANCE, EQUIPMENT AND STAFF CENTRAL SUPPORT OFFICE**

SALARY: **\$6334 - \$6984**

LOCATION: **HEADQUARTERS – SACRAMENTO**

FINAL FILING DATE: **OCTOBER 18, 2006**

### **DUTIES/RESPONSIBILITIES**

Under the general direction of the Chief of the Enterprise Applications Division, a CEA III, the Chief, Maintenance, Equipment and Staff Central Support Office is responsible for planning, organizing and managing the activities of new development, production support and enhancements of business applications for the Maintenance, Equipment and Human Resources Divisions at Caltrans. The computer platform for these business applications may be client-server, web-based, mainframe or a combination. The incumbent develops, enacts, enforces and ensures compliance with internal and external information technology (IT) policies and regulations. The incumbent establishes organizational objectives to provide direction for assignment of resources and establishes a balance among competing objectives to accomplish overall organizational goals. The incumbent facilitates the identification, documentation, clarification and simplification of work processes to identify areas of improvement. The incumbent monitors and evaluates office performance and project accomplishments to assess overall effectiveness and efficiency. Responsibilities include, but are not limited to:

- Manages the development, testing, training, implementation, operation and maintenance of several applications. Plans and directs project tasks through technical leads; maintains and reports project status; prepares for and facilitates steering committee meetings; plans and directs consultant work; interacts with district and external agencies. Directs all activities, planning and application of Caltrans IT Project Management Methodology. Manages project scope, schedule and cost per State Administrative Manual/Statewide Information Management Manual guidelines. Develops, reviews and approves all project reporting documents.
- Plans, organizes and manages the delivery of application services to office customers relative to the ongoing support, maintenance and enhancement of those applications. Manages and monitors the delivery of major enhancement projects for systems in a timely manner. Establishes a definition and agreement on the scope of projects to be delivered, ensures milestone delivery and controls changes. Defines and manages resources, provides Headquarters IT executive management with project plans and milestones.
- Reviews project proposals and Feasibility Study Reports with an emphasis on consistency with business and strategic plans, policies, standards and departmental goals and objectives.
- Acts on behalf of the Division Chief in his/her absence.

#### **MINIMUM QUALIFICATIONS**

Applicants must have a permanent civil service appointment with the Department of Transportation and meet the following qualifications by the final file date in order to participate in this examination.

#### **Either I**

Two years of experience in the California state service performing electronic data processing duties in a class with a level of responsibility equivalent to Data Processing Manager I, at least one year of which shall have been in a management assignment.

#### **Or II**

Three years of experience directing all phases of the operation of a large electronic data processing installation. (Experience in the California state service applied toward this requirement must include one year performing the duties of a class with a level of responsibility equivalent to Data Processing Manager II.) **and**

**Education:** Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

#### **KNOWLEDGE AND ABILITIES**

**Knowledge of:** Principles, practices, and trends of public administration, including management, organization, planning, cost/benefit analysis, budgeting, and project management and evaluation; employee supervision, training, development and personnel management; current computer industry technology and practices; principles of data processing systems design, programming, operations, and controls; State level policies and procedures relating to EDP; the department's goals and policies; department's equal employment opportunity objectives; a manager's role in the equal employment opportunity program and the processes available to meet equal employment opportunity objectives; and principles of the governmental functions and organizations at the State level, including the legislative process.

**Ability to:** Develop and evaluate alternatives, make decisions and take appropriate action; establish and maintain priorities; effectively develop and use resources; identify the need for and assure the establishment of appropriate administrative procedures; plan, coordinate and

direct the activities of a data processing staff; make effective use of interdisciplinary teams; reason logically and creatively and use a variety of analytical techniques to resolve managerial problems; present ideas and information effectively, both orally and in writing; consult with and advise administrators and other interested parties on a variety of subject-matter areas, translating technical data processing terms into everyday language; gain and maintain the confidence and cooperation of others; and effectively contribute to the department's equal employment opportunity objectives.

#### **POSITION SPECIFIC QUALIFICATIONS/EVALUATION CRITERIA**

In addition to the minimum qualifications listed above, the following position specific qualifications will be evaluated:

- Demonstrated knowledge and ability to manage technical staff, including systems analysts, programmers and production control specialists.
- Demonstrated experience in all aspects of application development and support, including requirements gathering, alternative solution analysis, system design, development, implementation and maintenance and operation.
- Demonstrated experience in the implementation and support of Commercial Off-the-Shelf products.
- Demonstrated knowledge and ability to effectively direct, plan organize and oversee the management of information technology projects from inception to completion.
- Demonstrated experience in supervising employees according to all applicable State of California rules regarding the supervisor/employee relationship.
- Demonstrated knowledge and ability to establish the resource requirements and spending plans for a large IT office.
- Demonstrated experience with developing and conducting formal presentation and briefings for key stakeholders, executive management, control agencies, legislative representatives and other government offices.
- Demonstrated experience in ensuring the Departmental IT policies are implemented and followed.
- Demonstrated experience or knowledge in providing leadership.
- Demonstrated experience in effective written and oral communication.
- Demonstrated knowledge of state processes, laws, rules policies etc.

#### **EXAMINATION INFORMATION**

This examination process provides for position specific examining and selection of the most qualified managerial candidates. Job-selection criteria specific to each position and consistent with the knowledge, skills, and abilities of the classification will be applied. All candidates who meet the qualifications may compete for the vacant positions. An evaluation of the Examination/Employment Application (STD. 678), Statement of Qualifications, and interview will be used to rate candidates. A pool of candidates will be created for the specific position identified on this bulletin which will include the ranking of each candidate.

Candidates will be notified in writing of their examination results.

#### **FILING INSTRUCTIONS**

All interested applicants must submit:

- An original, signed State application (STD 678) which includes civil service titles and dates of experience.
- A Statement of Qualifications. The Statement of Qualifications is a discussion of the candidate's experience that would qualify him/her for this position. **The statement should be no more than two pages in length.**
- Resumes are optional and **do not** take the place of the Statement of Qualifications.

State application and Statement of Qualifications must be received or postmarked by the final file date of **October 18, 2006**. Interagency mail received after this date will not be accepted.

The State application and Statement of Qualifications are to be submitted to:

**Department of Transportation  
ATTN: Bertie Martin  
1120 N Street MS-20  
Sacramento, CA 95814**

**APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS WILL BE ELIMINATED FROM THE EXAMINATION.**

Questions regarding this examination process should be directed to Liz Ochoa, MSDP Analyst at (916) 227-7466/Calnet 8-498-7466.

**ELIGIBILITY INFORMATION**

This examination **will not** establish a civil service list; therefore, candidates **will not** have the ability to transfer their eligibility to other departments.

**REASONABLE ACCOMMODATION**

If you have a disability and wish to participate in one of our testing services, programs, or activities and require a specific accommodation, please mark the appropriate box for Question #2 on the Examination and/or Employment Application form. You will be contacted to make specific arrangements. TDD users may contact the California Relay Service TDD line at 1-800-735-2929, the Voice line at 1-800-735-2922 or the Exams TDD line at (916) 227-7857/Calnet 8-498-7857 for assistance.

For individuals with disabilities, this document may be available upon request in alternate formats. To obtain an alternate format, please call or write to the California Department of Transportation, Office of Examinations and Special Programs, P.O. Box 168036, MS-86, Sacramento, CA 95816. Voice (916) 227-7858/Calnet 498-7858 or TTY (916) 227-7857/Calnet 498-7857. California Relay Service: Voice 1-800-735-2922 or TTY 1-800-734-2929.